

CLASS TITLE: INDUSTRIAL SYSTEMS PROJECT COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under direction performs technical, administrative and leadership work in a specialized applications/systems environment involving technical analysis, evaluation, design, maintenance, support, training and performance monitoring of Human-Machine-Interface (HMI) and Supervisory, Control and Data Acquisition (SCADA) systems incorporating computerized industrial control systems with historical databases for Water Supply and Water Pollution Control operations and performs other related assigned duties.

ESSENTIAL TASKS:

- Acts as liaison with outside vendors, contractors, engineering firms and others to solve computer, software and control system problems
- Assists with preparation of operational budget, technical bid specification preparation and contract review
- Assists with system and network administrator tasks, including database backup, maintenance and setting up data security systems
- Evaluates, studies, plans and recommends software applications and hardware systems for computers and industrial control systems to meet current and future operational needs
- Coordinates implementation and completion of upgrades and special projects with division staff
- Creates program revisions or enhancements to collect, retrieve and analyze data and achieve informational goals
- Creates system/statistical reports and other required information for the Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), treatment plant operations and management
- Develops procedures for system and user operation to maintain EPA, DEQ and operational compliance
- Maintains inventory of control systems hardware, applications software and division's fixed assets
- Plans, analyzes, evaluates, designs, programs, develops implements and maintains SCADA, LAN and Radio Frequency (RF) wireless systems and database applications
- Provides technical support and prepares daily work reports, requisitions for hardware and services and system change documentation for packaged software applications
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, industrial engineering, computer technology, electrical engineering, mathematics, statistics or a related field, including or supplemented by coursework in computer science or industrial control systems; and four (4) years' experience in computer operating systems software and /or data communications, including wireless technologies; or 600 clock hours in an approved technical program in electronics or control systems; and six (6) years of professional experience in computer applications programming in PLC, HMI, DCS, and SCADA systems; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Employee will be eligible for a one (1) step pay increase following the successful completion of thirty two (32) hours of the highest Advanced Level SCADA training and one (1) year of employment in the position. Employee will be eligible for an additional one (1) step pay increase after obtaining a Class "A" Operator's license issued by the Department of Environmental Quality and two (2) years in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques used in systems analysis, design and related maintenance procedures; considerable knowledge of SCADA, Industrial Computer Control Systems, Human-Machine-Interface software and historical data programs, considerable knowledge of methods, materials and instruments used in troubleshooting and repairing control systems; and demonstrated knowledge of

relational databases, including creating reports, maintaining operating systems and networks. Ability to lead, plan and direct control system personnel during system upgrades and modifications; ability to recognize, analyze and solve system and software problems independently; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, handling and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and the employee must show positive intent to obtain the appropriate valid Oklahoma Class "B" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within two (2) months from hire date and must obtain the license as required by state regulations/law.

WORKING ENVIRONMENT: Working environment is primarily indoors in a non-office setting; and requires extensive travel to various City locations to perform system maintenance and operational duties. Some work will be outdoors and in inclement weather.

Class Code: 1507

EEO Code: N-03

Pay Code: AT-40

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: October 10, 2016